

## **ACS VOLUNTEER JOB DESCRIPTION**

**PROGRAM:** Relocation Readiness

**JOB TITLE:** ACS Relocation Floater

**FIRST LINE SUPERVISOR:** Relocation Coordinator or Assistant

**SECOND LINE SUPERVISOR:** ACS Volunteer Supervisor

**GOAL/OBJECTIVE:** Provide direct administrative support to ACS staff and customer service to walk-in and telephone patrons of the Family Readiness Center (FRC).

**DUTIES:** Provides general support. When Volunteers may be requested to assist during non-duty (evenings and weekends) hours, however this is not a mandatory requirement and the volunteer will have the option to decline to work during this time.

**TIME/DRIVING REQUIREMENT:** 20 hours weekly to include some nights and weekends. Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required.

**QUALIFICATIONS:** None. Volunteers will receive training and have the opportunity to acquire new skills or enhance and/or maintain current skills. Additional responsibilities will determine by skills level and experience.

**TRAINING REQUIRED:** Volunteers will be required to attend a basic orientation prior to or shortly after they are accepted for duty as an Army Community Service volunteer. Computer clearance will be required for volunteers who provide Long-term commitment.

**EVALUATION:** Long-term (3 months or more) volunteers will receive an evaluation annually.